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RECORDS MANAGEMENT DIVISION

OUTLINE FOR 3 AUGUST 1954 DISCUSSION OF DD/I  
RECORDS MANAGEMENT PROGRAM WITH [REDACTED]  
ASSISTANT TO THE DD/I FOR ADMINISTRATION

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I. Outline of Elements Included in Records Management Program for Agency:

1. Forms Management
2. Reports Management
3. Correspondence Management
4. Filing Systems
5. Mail Control Systems
6. Filing Supplies and Equipment
7. Vital Materials
8. Microfilming Standards
9. Records Disposition - Records Control Schedules - Records Disposition Authorities
10. Inter-Agency Transfer of Records
11. Liaison with National Archives and Records Service
12. Records Center Activities
13. Records Surveys

II. Records Management Issuances:

1. Regulations, Notices and Handbooks issued:

- a. Regulation [REDACTED] Records Management
- b. Regulation [REDACTED] Forms Control and Standardization
- c. Notice [REDACTED] Courier Schedule for Collection and Distribution of Mail
- d. Notice [REDACTED] CIA Correspondence System, Forms Control Program, Printing and Advisory Staff
- e. Notice [REDACTED] Standardization of Filing Supplies
- f. Notice [REDACTED] Procurement of Letter and Legal Size Filing Cabinets
- g. Notice [REDACTED] Agency Survey of Microfilm Operations
- h. Handbook [REDACTED] Records Management Program Guide

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2. Regulations, Notices and Handbooks in Process:

- a. Reports Management Brochure - explain proposed method of distribution
- b. Correspondence Management Brochure
- c. Correspondence Handbook
- d. Filing Handbook
- e. Forms Management Handbook
- f. Disposition Handbook
- g. Microfilming Handbook
- h. Vital Materials Handbook
- i. Notice  - Forms Management, Indices to Forms
- j. Mail Control Handbook
- k. New Regulations

3. Non-Regulatory Material Distributed:

- a. Refer to Material Distributed in Training Program  
April - May 1954 (Take book)
- b. Announcement on Letterex
- c. Brochure on Security Trays
- d. Forms Management Material (See Attachment A)
- e. Records Management Bulletins:
  - (1) Introduction of Records Management Review - 11 May 1953
  - (2) File Identification and Volume Inventory - 8 June 1953
  - (3) How to Make a Records Survey - August 1953
  - (4) Preservation and Destruction of Records - August 1953
- f. Mail Control Memo re N

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III. Status of Area Records Officers:

1. Appointments:

- a. Regulation
- b. Request from DD/A
- c. See separate list for DD/I Area (See Attachment B)

2. Training:

- a. Training Program, April - May 1953
- b. Vital Materials Training Program
- c. I. R. A. C. Monthly Meetings
- d. June 1953 meeting; 12 August 1953 meeting; Incentive Awards (14 September 1953); Microfilming - 28 July 1954.
- e. Archivist Meeting at Williamsburg

IV. Appraisal of DD/I Programs: DD/I Records Holdings (Attachment <sup>M</sup>\*)

1. Work done by Area Records Officers

2. Work Performed by Records Management

- a. Vital Materials (See Attachment C ).
- b. Forms Management (except OCD) Total DD/I forms - Attachment A
- c. Reports Management
- d. Correspondence Management
- e. Filing Systems:

(1)  office

(2) ORR (See report from  Attachment D )

(3) OSI (See report from  Attachment E )

f. Surveys:

(1) Office of Operations - Office of Chief

Contacts Division (Attachment F&G) *and L*  
(Requested by Colonel White - Attachment K)  
FBID (Attachment F&G)

FDD (Attachment F&G)

Sovmat (Attachment F&G)

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- (2) ONE
- (3) OSI (Attachment E)
- (4) OIC (Attachment H)

3. Proposed Future Assistance:

- 1. OCD -  discussion (Attachment I) \
- 2. ORR -  discussion (Attachment J)

V. Recommendations for Future:

- 1. Appoint Full Time Area Records Officers
  - a. OCD
  - b. ORR
  - c. OO
  - d. OSI
  - e. OCI
- 2. Records Management Will Supply Candidates to Fill Positions if Desired.
- 3. Training Program for Forms Management
- 4. Assistance in the Installation of New Filing System
- 5. Assistance in the Installation of Reports and Correspondence Management Programs
- 6. Post Audit of All Offices on a Periodic Basis.

VI. Future Contacts With Area Records Officers:

- 1. Vital Materials
- 2. I. R. A. C.
- 3. Forms, Reports, Etc.
- 4. Use of Standard Equipment and Supplies
- 5. Follow-Up on Microfilm Survey and New Projects

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Attachment A - Forms Index with accompanying memo

Memo - subject: Revision of Forms Numbering System

Attachment B - Status of Classification of Area Records Officers in DD/I Area

Attachment C - Status of DD/I Vital Material Programs

Attachment D - Memo of 27 Jan. 1954 to [ ] Subject: Progress  
Report on the Records Management Program in ORR from

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[ ]

Attachment E - Records Management Program - OSI

Attachment F - Records Control Schedule - Office of Operations

Attachment G - Records Disposal Authority - Office of Operations

Attachment H - Records Survey - OIC

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Attachment I - Meeting with [ ] - Not attached.

Attachment J - Memo for the Record - Records Mgt. Program (ORR) dtd 6/25/54

Attachment K - Memo for ADDA, Subject: Records Service for Office of  
Operations Field Offices from [ ] dtd 2/17/53

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Attachment L - Records Survey - OO/Contacts Division

Attachment M - DD/I Records Holdings